



DEPARTMENT OF THE NAVY
DIRECTOR INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LOUISIANA 70145-0001

IN REPLY TO:

ITCINST 5560.1
ITC20
5 June 2000

ITC INSTRUCTION 5560.1

Subj: INFORMATION TECHNOLOGY CENTER (ITC) COMPLEX VEHICLE USAGE AND
PARKING REGULATIONS

1. Purpose. To provide policy and procedures for vehicle usage, traffic management, and parking restrictions at the University of New Orleans (UNO) ITC.

2. Policy

a. The UNO Police Department (UNO-PD) and their designees (Metro Security and the ITC Security Department) will be the primary traffic and parking enforcement agents for this facility. Tickets issued for violations specific to the ITC are subject to UNO-PD's fines, penalties, and processes for adjudication and appeals presently in effect.

b. All motor vehicle operators on the ITC are required to have their vehicles properly registered by the ITC Security Department per this instruction.

c. While on this facility, all military personnel, federal employees, contract employees, vendors, and visitors are required to observe all State of Louisiana, City of New Orleans, and UNO traffic laws, regulations, and rules of the road to assure an orderly and safe flow of traffic and controlled vehicular parking.

d. All rules and regulations are in effect 24 hours a day, 7 days a week, throughout this facility.

3. ITC Decal and Registration System

a. All vehicles operated on this facility must be legally licensed, insured, registered, and have a valid inspection tag at all times.

b. All vehicles must have an ITC Parking Decal to park on this facility.

c. Each registrant is required to complete an ITC registration form at the Security Department for each vehicle they will park on this facility. A state vehicle registration certificate, proof of insurance, and a valid driver's license must be presented.

d. All ITC Parking Decals and Handicapped Permits issued by this facility will be honored only at this facility. To park on the UNO campus, your vehicle must have a properly displayed UNO Parking Decal, which is available at the UNO Police Department for a fee.

e. An ITC Parking Decal does not guarantee a parking space at the ITC; it only allows parking on the site, pending space availability.

f. The ITC Decal must be affixed to the outside of the upper left corner of the windshield (driver side).

g. ITC vehicle registration shall be terminated and the Parking Decal removed immediately by Security personnel upon:

- (1) Separation of an employee by resignation or reassignment.
- (2) Termination of employment.
- (3) Change of vehicle ownership.
- (4) Failure to comply with guidelines in this directive.

h. New vehicles with temporary license plates will be issued a temporary pass by the Security Department until the permanent plate is affixed to the vehicle.

4. Reserved Parking

a. Executive Parking - These parking spaces are designated by yellow markings. They are reserved exclusively for Department Directors, Flag Officers, and Military 06 and above. These spaces are lined and stenciled with an identification box. Under no circumstances is anyone else permitted to park in these spaces. This rule is in effect 24 hours a day, 7 days a week.

b. Special Event Parking - At times, certain parking spaces may be designated for short-term "Special Event" parking. These spaces will be marked with traffic cones, signs, or other devices to indicate their special reserved status. All personnel will refrain from parking in these spaces.

c. Handicap Parking - These spaces are so identified by handicap logo and have blue lines. Only a valid state-issued handicap license plate, hang tag, or placard is acceptable in these spaces. All others will be ticketed.

5. General Traffic Rules and Regulations

a. Personnel shall heed all directives, signs, signals, control devices, markings, cones, and barricades used for the purpose of regulating, restricting, warning, or guiding traffic on this facility. Violations are as follows:

- (1) Exceeding the posted speed limit of 20 mph on streets and 10 mph in all parking areas.
- (2) Driving in a reckless or careless manner.
- (3) Parking in more than one designated space at a time.
- (4) Parking in such a manner as to impede or interrupt the flow of traffic or in such a manner that emergency vehicles will have unrestricted access.
- (5) Creating any condition(s) that could unnecessarily inconvenience others or affect pedestrian/vehicular safety.

b. All vehicular accidents occurring on these premises must be reported to the Security Department at (504) 697-1500 for disposition.

c. All motor vehicle operators and passengers are required to wear seat belts on the ITC site.

d. Vehicle operators shall not permit passengers to ride on bumpers, fenders, hoods, roofs, trunks, or running boards of any vehicle on this facility. Riding in open cargo areas of pickup trucks is also forbidden.

e. No person shall abandon a personal vehicle on the premises, nor shall they leave a vehicle unattended for an extended length of time. The U.S. government assumes no responsibility for unattended privately owned vehicles.

f. Repairing privately owned vehicles on the premises is strictly prohibited. In the event a vehicle is in need of repair, employee will be asked to have the vehicle moved to another location for repair work.

g. Off roadway driving on sidewalks, grassy areas, levees, or other areas designated as such, is prohibited. Under no circumstances are vehicles to enter the courtyards between the buildings. The "Passenger Zone" area is a designated "Drop Off/Pick Up" area only. No vehicle shall remain unattended in this zone and no vehicle is allowed more than 5 minutes in this area.

h. Motorcycle helmets are requested, but not required to be worn while on the premises. Per UNO policy, motorcycle riders electing not to wear helmets must have proof of an effective \$50,000 liability insurance policy. A valid state motorcycle operator's license or endorsement to motor vehicle license will be required. All motorcycle operators shall be required to obey all applicable laws, traffic, and parking regulations while on this facility.

i. All traffic, vehicular and pedestrian, shall yield the right of way to emergency vehicles at all times. Unless otherwise directed, traffic will stop to the right side of the road, and remain stopped until the emergency vehicle has passed. Vehicles having red, blue, or amber flashing lights and/or sirens are considered emergency vehicles.

j. Vehicle operators shall use their horns or other warning devices only when necessary.

k. The driver of a motor vehicle shall yield the right of way to any pedestrian in any marked crosswalk.

6. Traffic Movement

a. Pedestrians have the right of way at all times. All vehicular traffic must yield to foot traffic, especially in crosswalks.

b. Moving violations, accidents with injuries, and other urgent requests for assistance on this facility must be reported to ITC Security, who will then notify UNO Police and area law enforcement authorities for response and disposition. The Security Department will assist and cooperate with civil authorities in identifying violators.

7. Parking Rules and Regulations. Only designated parking spaces, with painted lines, are considered legitimate areas for vehicular parking. All vehicles (includes motorcycles, bicycles, etc.) parked in areas designated as "No Parking Zones" or unlined sections will subject the offender to penalties.

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8. Restricted Parking Areas (No Parking Zones). The following are considered "No Parking Zones":

- a. The passenger drop off/pick up zone located between the flagpole and the courtyard.
- b. All curbed areas around the facility. Parallel parking against curbs is prohibited in all areas, with or without "No Parking" stenciling.
- c. Designated executive parking spaces.
- d. Designated handicap parking spaces.
- e. Off Road areas (including grass, gravel, mud surfaces, and levees).
- f. The entire inner roadway system that encircles the buildings.
- g. Temporary special event parking spaces marked by cones or other devices.

9. Violations and Fines

- a. Violations and fines are enforceable by UNO and are subject to change at the discretion of the university.
- b. The following are violations that will be enforced on this facility:

- 00 Warning
- 01 Unregistered vehicle
- 03 Unauthorized vehicle in disabled space
- 04 No Parking Zone/Service Drive
- 07 Unauthorized vehicle in reserved space
- 08 Vehicle parked in traffic lane or on roadway
- 09 Vehicle occupying more than one space
- 10 Vehicle parked on grass/sidewalk
- 11 Failure to obey traffic signs
- 12 Speeding
- 13 Dangerous operation of a vehicle
- 14 Failure to possess/display valid drivers license or state vehicle registration
15. Operating a vehicle with a valid license plate or temporary plate NOT displayed
- 16 Failure to yield right of way
- 18 Repairs to vehicle in parking areas (other than emergency repair)
- 19 Failure to obey a police officer or security personnel's signals
- 20 Leaving the scene of an accident without proper notification
- 21 False vehicle registration
- 22 Additional (service) charge for immobilization or towing of vehicle
- 23 Unauthorized or attempted removal of immobilization device
- 24 Other

- c. Multiple tickets may be issued if more than one violation has occurred during any one period of time.

10. Payment of Fines

a. All fines must be paid in full (including late fee if applicable) at the Bursar's Office, located on the first floor of the UNO Administration Building, within 7 calendar days of the date issued. Tickets paid after this time will be assessed a \$5 late fee. Payment can be made either in person, at the Bursar's night depository (located on the east side of the Administration Building), or through the mail. To ensure proper credit to your account, send a check or money order made payable to "UNO" and include the ticket number(s) and your name. Do not send cash. If you appeal the ticket, and the ticket is voided, all monies paid will be refunded, including the late fee.

b. Unpaid tickets could result in a number of consequences, such as loss of parking decals and having vehicle immobilized.

11. Parking and Traffic Ticket Appeal

a. If you receive a ticket which you do not feel was justified, you may file an appeal. To file an appeal, you should complete and submit the Parking and Traffic Appeal Form available at the UNO Police Department within 7 calendar days of the ticket date or notice date of the ticket. Appeals filed after that date will be denied. Even if filing an appeal, you must pay the ticket within the 7 day period or risk being subject to the \$5 late fee. A copy of the appeal form can be obtained, and the completed form submitted either:

(1) In person at the University Police Office.

(2) In person at the Parking and Traffic Ticket Appeal Office.

(3) On line at <http://www.uno.edu/~stlf/traffic.html>.

(4) By E-mail at TRAFFIC@UNO.EDU (if you chose this option, the following information must be included: Name, ITC parking decal number, all ticket information, and remarks to support your appeal).

b. All appeal forms will be processed in the UNO Parking and Traffic Ticket Appeal Office, Library, room 120. The Review Officer will either void the ticket and fine or deny the appeal. During the process of appeal, your appeal form and other pertinent information will be reviewed. The Review Officer will render a decision within 7 calendar days. A letter notifying you of the decision will be mailed or the decision can be obtained by calling the Parking and Traffic Ticket Appeal Office at (504) 280-3998.

c. If your appeal is denied, you have the right to appeal the Review Officer's decision and have a committee hearing. You must notify the Parking and Traffic Ticket Appeal Office within 5 calendar days of the Review Officer's decision. A Final Appeal Committee will review your written appeal and you must appear at the hearing to explain your appeal. Failure to appear at the scheduled committee meeting forfeits your appeal. After review, the committee will either void the ticket and fine or deny the appeal. The decision of the Final Appeal Committee is final and binding.

d. If the ticket is voided, there will be no fine. If the ticket has already been paid, a refund will be mailed to you. However, if your appeal is denied, you must pay the fine and late fee, if applicable.

12. Towing, Impounding, Immobilizing, and Administrative Action

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a. UNO reserves the right to immobilize, remove, impound, or ban any vehicle for the following reasons:

- (1) Three unpaid tickets.
- (2) Noncompliance with safety/legal requirements.
- (3) Abandoned vehicle (more than three days) or an inoperable vehicle.
- (4) Vehicles impeding the flow of traffic or emergency vehicles.
- (5) Vehicles parked in Reserved spaces or restricted areas.

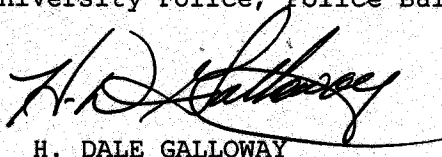
b. If your vehicle is towed, impounded, or immobilized, you must resolve any outstanding tickets as well as the cost associated with removing or retrieving your vehicle prior to the device being removed. Repeat violators could also be subject to other internal and external administrative processes.

13. Questions or Problems

a. Any questions or problems concerning parking and traffic ticket appeals should be directed to:

- (1) (In Person)
Parking and Traffic Ticket Appeal Office
Library Room 120
504-280-3998
- (2) (By Mail)
University Of New Orleans
Parking and Traffic Ticket Appeal Office
Library, Room 120
2000 Lakeshore Drive
New Orleans, Louisiana 70148

b. All other general parking and traffic inquiries should be directed to: Parking And Traffic Division, University Police, Police Building at (504) 280-6047.



H. DALE GALLOWAY

Distribution: (NAVRESINFOSYSOFFINST 5216.1)

Lists A, B, and C

All ITC personnel

Contracting Officer Representatives (CORs) will ensure all contractors are in receipt and will comply with this instruction.

ITC VEHICLE DECAL REGISTRATION

ITCINST 5560.1

PLEASE PRINT ALL INFORMATION: Proof of Insurance, Drivers License, and Vehicle Registration will be required.

NAME: Last, First, Middle: CODE: COMPANY/DEPARTMENT: WORK PHONE:

DRIVER'S LICENSE NUMBER:

AUTO INSURANCE COMPANY:

VEHICLE INFORMATION: YEAR/MAKE/MODEL/COLOR

1. _____
2. _____
3. _____

LICENSE PLATE No.:

STATE:

ITC DECAL:

DECAL ISSUE DATE:

1. _____
2. _____
3. _____

HANDICAPPED (HC) PARKING INFORMATION: Fill out this section only if you are in possession of a State issued license plate, hang tag, or placard in your name.

HC STATUS: (Place and "X" in Block) Permanent

Temporary

HC LICENSE No.:

HANG TAG No.:

PLACARD No.:

IF TEMPORARY, PLEASE GIVE DATE OF EXPIRATION:

COMMENTS:

Signature:

Date: